

# Statement of Work

**Title: 6266 Elevator Maintenance and Inspection**

**Revision Number: 0**

**Date: July 18, 2016**

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## 1.0 INTRODUCTION / BACKGROUND

The 6266 Building, located approximately 25 miles north of Richland Washington on the DOE's Hanford Site, is utilized for activities to support the Radiological Site Services (RSS) program. An elevator located on the main level of the Administration Building provides access to the basement level of the building. RSS needs subcontractor/vendor expertise to provide maintenance and repairs and to supply replacement parts to keep the equipment operational. RSS also needs subcontractor/vendor expertise to provide third party inspection of this elevator on an annual basis and according to code requirements.

## 2.0 OBJECTIVE

The objective of this contract is twofold:

- Obtain periodic maintenance and service repairs for Dover elevator Model 590AH3 – SN 30H400 located at the 6266 Facility
- Obtain 3<sup>rd</sup> party inspection for Dover elevator Model 590AH3

## 3.0 DESCRIPTION OF WORK – SPECIFIC

### *Maintenance:*

The Contractor shall provide trained personnel to perform scheduled maintenance and on-call repairs on the Dover elevator located in Building 6266. The Contractor shall:

1. Provide technical personnel to perform scheduled routine maintenance at a minimum of semi-annual basis including:
  - Examination of elevator equipment for optimum operation
  - Servicing control and landing positioning systems
  - Servicing signal fixtures
  - Servicing machines, drives, motors, governors, sheaves, and wire ropes
  - Servicing power units, pumps, valves, and jacks
  - Servicing car and hoistway door operating devices and door protection equipment

- Servicing loadweighers, car frames and platforms, and counterweights
  - Servicing safety mechanisms
  - Lubrication of equipment for smooth and efficient performance
  - Adjustment of elevator parts and components to maximize performance and safe operation.
2. Provide technical personnel to perform unit repairs as requested.
  3. Plan and perform work using a safety management system that meets the requirements of DEAR 970.5204.2 (I.99). This includes compliance with the RSS Integrated Safety Management System (ISMS) Program.
  4. Provide the materials necessary to complete the work scope identified in this order.
  5. Be responsible for removing generated waste from Hanford.
  6. Attend Pre-Job briefings prior to commencing maintenance activity.
  7. Participate in job hazard identification for the work that the contractor is associated with.
  8. Sign the Facility Access Control Log.
  9. Prior to entry into the elevator pit, a confined space evaluation is to be completed.
  10. Not perform work scope defined in this order until RSS has provided authorization.
  11. Not deviate from scheduled dates as agreed upon without RSS approval.
  12. Comply with facility-specific requirements during performance of work.
  13. Upon completion of each maintenance activity, provide a maintenance report to the RSS Building Administrator.

***Third Party Inspections:***

The Subcontractor shall provide trained personnel to perform scheduled annual 3<sup>rd</sup> party inspection of the RSS elevator. Annual inspection must be performed by October 2016. The Subcontractor shall:

1. Plan and perform work using a safety management system that meets the requirements of DEAR 970.5204.2 (I.99). This includes compliance with the MSA Integrated Safety Management System (ISMS) Program.
2. Provide the materials necessary to complete the work scope identified in this order.
3. Be responsible for removing generated waste from Hanford.

4. Attend Pre-Job briefings prior to commencing maintenance activity.
5. Participate in job hazard identification for the work that the contractor is associated with.
6. Sign the Facility Access Control Log.
7. Prior to entry into the elevator pit, a confined space evaluation is to be completed.
8. Not perform work scope defined in this order until RSS has provided authorization.
9. Not deviate from scheduled dates as agreed upon without RSS approval.
10. Comply with facility-specific requirements during performance of work.
11. Upon completion of each inspection activity, provide a report to the RSS Building administrator and Facility Field Work Supervisor.

***Radiological Site Services (RSS) will:***

1. Provide a facility Point of Contact (POC) who will be available for questions relating to the work scope identified in this order.
2. Make every effort to provide sufficient advanced notification to Contractor for services.
3. Provide quality, health, and safety coverage, as necessary, for all work scope identified in this order.
4. Provide contractor with an approved facility specific Work Package to control work activities.
5. Assign a Field Work Supervisor (FWS) to support this order as needed.

## **4.0 REQUIREMENTS**

For any work performed on the Hanford Site or any MSA-controlled facility, the provisions of the On Site Services Provisions, SP-5, will apply to Subcontractor personnel.

### **General**

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

## **4.1 Engineering Requirements**

The contractor shall comply with applicable national consensus codes and standards for general industrial performance of those items addressed in Section 3.0.

Work performed under this SOW is under the purview of Title 10 Code of Federal Regulations, Part 830.120 (10 CFR 830.120) and is subject to enforcement actions under 10 CFR 820, "General Statement of Enforcement Policy.

Elevators will meet NFPA 101, Life Safety Code which references the following ASME standards:

- 9.4.2 Code Compliance.
- 9.4.2.1 Except as modified herein, new elevators, escalators, dumbwaiters, and moving walks shall be in accordance with the requirements of ASME A17.1, Safety Code for Elevators and Escalators.
- 9.4.2.2 Except as modified herein, existing elevators, escalators, dumbwaiters, and moving walks shall conform to the requirements of ASME A17.3, Safety Code for Existing Elevators and Escalators.

#### **4.2 Environment, Safety, & Health (ES&H) Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

#### **4.3 Quality Assurance (QA) Requirements**

1. The work activities for this statement of work have been designated as Commercial Quality and as such, the Contractor shall implement industry commercial practices for quality. Contractor shall be responsible for performing quality workmanship and shall

conduct the quality control measures necessary to ensure work conforms to drawings and specifications.

2. Work shall be subject to conformance with applicable sections of ASME A17.1 and A17.3.
3. Acceptance criteria shall be the functional condition of the equipment upon completion of the work. The Subcontractor shall ensure that equipment meets factory specifications and performance requirements.
4. Buyer reserves the right to make inspections at any time at the source of supply of materials.
5. All items and processes are subject to review, inspection, or surveillance by Buyer at the Subcontractor's facility, or any lower-tier subcontractor's facility. The Subcontractor shall flow down/invoke applicable portions of this subcontract to sub-tier contractors/vendors providing services and materials, as applicable.
6. The Subcontractor shall ensure that all Subcontractor provided materials, parts, components, and software incorporated during repair or maintenance conform to contract requirements and manufacturer specifications. The Subcontractor shall warrant that all items furnished under the subcontract are genuine (i.e., not counterfeit) and match the quality, test reports, markings, and/or fitness for use required by the subcontract. Any materials furnished as part of this subcontract which have been previously found to be suspect/counterfeit by the Department of Energy shall not be accepted.
7. The Subcontractor shall report to the Buyer any deficiencies or nonconforming conditions identified during performance of the work.

#### **4.4 Government Property**

Not Applicable

### **5.0 PERSONNEL REQUIREMENTS**

#### **5.1 Training and Qualifications**

Personnel shall be trained and licensed as required by WAC 296-96-00900.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. The following types of additional training qualifications are required:

1. Hanford General Employee Training (HGET) or General Employee Radiological Training (GERT).
2. DOE-0336 Procedure, Hanford Site Lockout/Tagout (LOTO)

3. NFPA 70E Standards for Electrical Safety\* (for inspector only)
4. Buyer required site training will be provided by Buyer (i.e., HGET and LOTO)
5. Facility-specific training
6. The Contactor shall supply the following information for each employee:
  - Hanford ID number
  - Contractor employee name
  - Date of an Employee Job Task Analysis (EJTA) submittal to SITE OCCUPATIONAL MEDICINE CONTRACTOR.

**Required Qualifications:**

Personnel shall be trained and licensed as required by WAC 296-96-00900.

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**5.2 Security and Badging Requirements**

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

***Will the Subcontractor require an access authorization (security clearance)?*** NO

### **5.3 Work Location / Potential Access Requirements**

The work will be performed at the 6266 Building.

### **5.4 Site Access and Work Hours**

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

## **6.0 MEETINGS**

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

Each time the Subcontractor performs inspections on elevator the Subcontractor will deliver trip reports to RSS. Reports will document the work that was performed and status of equipment as well as indicating condition of equipment and results of all inspections and tests.

## **7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS**

### **7.1 Deliverables – Not Applicable**

### **7.2 Schedule**

Start Date: 10/01/2016

Completion Date: 09/30/2018

By mutual agreement this subcontract may be extended.

## **8.0 SPECIAL REQUIREMENTS**

### Electrical Components:

- Unless otherwise approved by MSA, all electrical control panels and electrical equipment [a general term including material, fittings, devices, appliances, luminaries (fixtures), apparatus, and the like, used as a part of, or in connection with, an electrical installation] delivered or brought onto the site in performance of this subcontract must be listed or labeled by an organization currently recognized by OSHA as a nationally recognized testing laboratory (NRTL).

Unless otherwise approved by MSA, all electrical control panels and electrical equipment [a general term including material, fittings, devices, appliances, luminaries (fixtures), apparatus,

and the like, used as a part of, or in connection with, an electrical installation] delivered or brought onto the site in performance of this subcontract must be listed or labeled by an organization currently recognized by OSHA as a nationally recognized testing laboratory (NRTL).

## **Meetings**

- General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Contract documents to conduct special-purpose meetings and various safety meetings and briefings.
- MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.
- **Schedule**
- Work will be performed on an as needed basis as mutually agreed between the contractor and MSA.